SECTION II. SURVEY RESULTS FOR THE 32 RETIREMENT BOARDS WITH 501-1,000 ACTIVE MEMBERS

Chief Retirement Administrator Job Profile

Administer the retirement system by ensuring compliance with Chapter 32 of the M.G.L.:
- 27 personally perform
- 2 supervise
- 3 personally perform & supervise

Prepare and maintain all accounting records and reports:
- 18 personally perform
- 10 supervise
- 4 personally perform & supervise

Prepare monthly payrolls for pensioners and staff:
- 11 personally perform
- 17 supervise
- 3 personally perform & supervise
- 1 blank

Estimate and calculate pensions:
- 22 personally perform
- 4 supervise
- 6 personally perform & supervise

Counsel pensioners in retirement planning:
- 26 personally perform
- 4 supervise
- 2 personally perform & supervise

Serve as recording secretary for all retirement board meetings:
- 23 personally perform
- 7 supervise
- 2 personally perform & supervise

Make all travel arrangements and assist board members and staff in completing authorization and reimbursement forms:
- 21 personally perform
- 11 supervise

Prepare individual cases for decision by the board:
- 27 personally perform
- 4 supervise
- 1 personally perform & supervise

Analyze pending legislation that may impact the retirement system:
- 28 personally perform
- 2 supervise
- 2 personally perform & supervise

Serve as liaison with PERAC and CRAB:
- 27 personally perform
- 3 supervise
- 2 personally perform & supervise

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations:
- 29 personally perform
- 1 supervise
- 2 personally perform & supervise

Write reports, business correspondence, and procedure manuals:
- 27 personally perform
- 1 supervise
- 4 personally perform & supervise

Administer competitive bidding process for goods and services:
- 25 personally perform
- 4 supervise
- 1 personally perform & supervise
- 2 blank

Coordinate periodic meetings with investment managers to review portfolio:
- 26 personally perform
- 5 supervise
- 1 blank

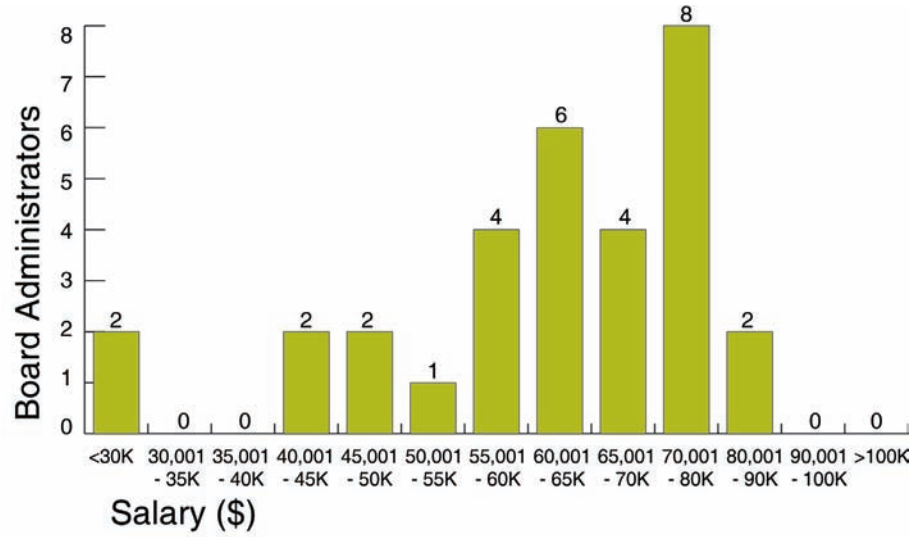
Use word processing, spreadsheet and data base software applications in a Windows-based environment:
- 18 personally perform
- 3 supervise
- 11 personally perform & supervise

Use software applications designed for retirement systems:
- 15 personally perform
- 4 supervise
- 13 personally perform & supervise

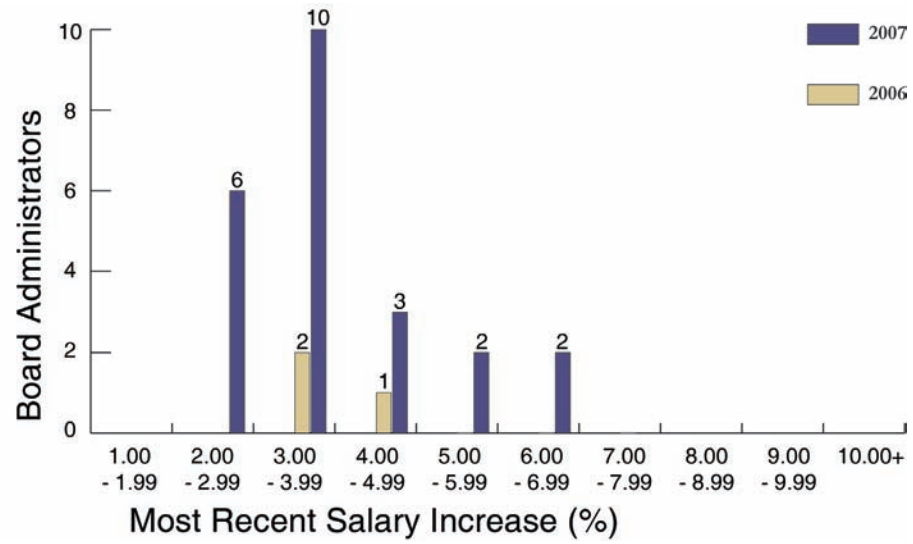
Ensure that software upgrades are implemented on a timely basis:
- 20 personally perform
- 8 supervise
- 4 personally perform & supervise

SECTION II. SURVEY RESULTS FOR THE 32 RETIREMENT BOARDS WITH 501-1,000 ACTIVE MEMBERS (CONT.)

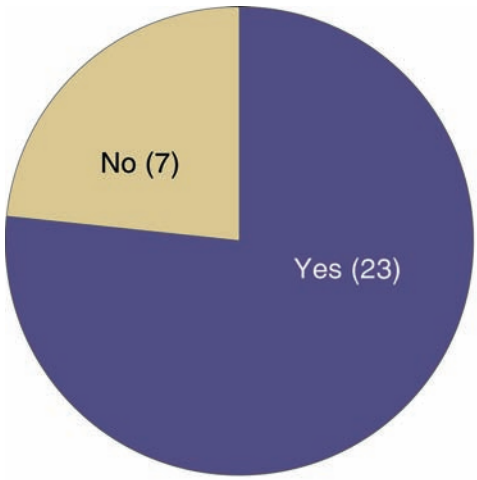
Salary
(31 responses)



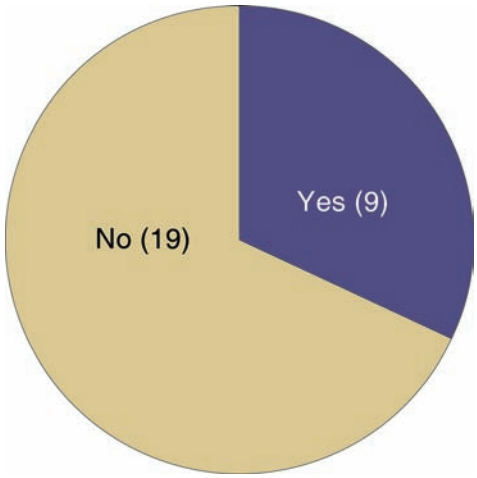
Most Recent Salary Increase
(26 responses)



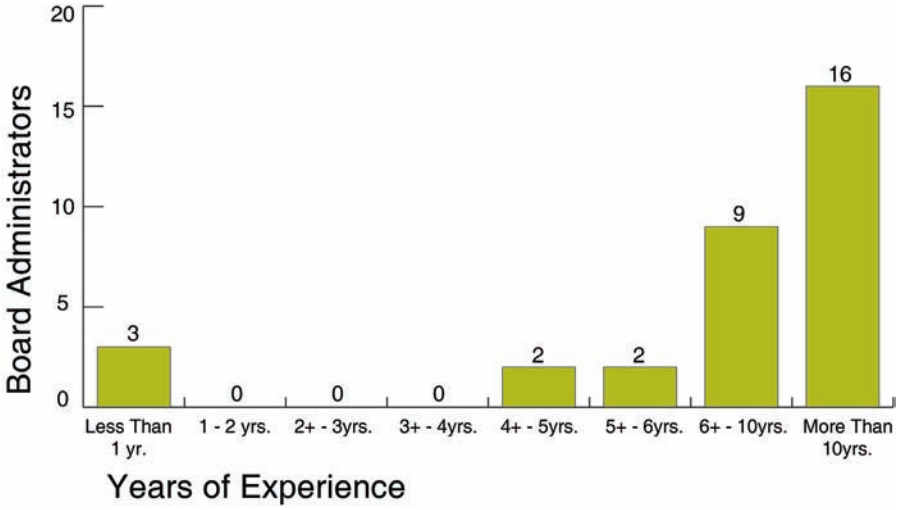
Annual Performance Evaluation
(30 responses)



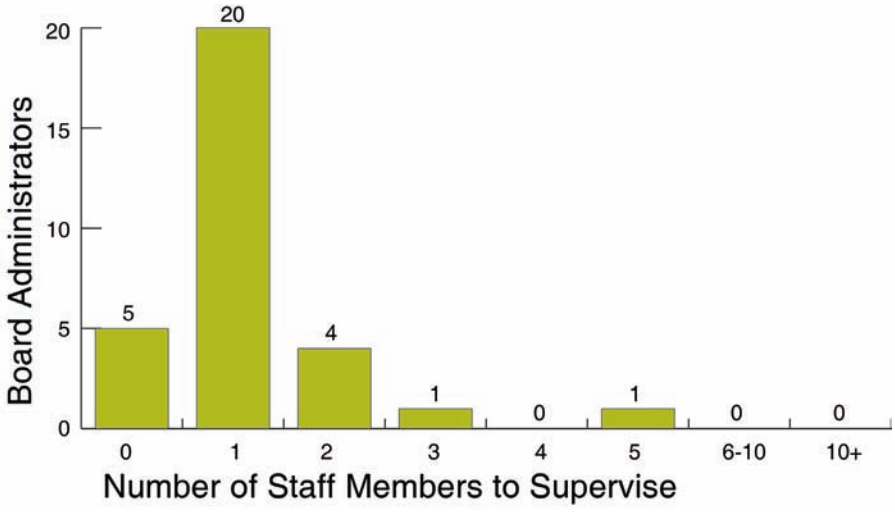
SECTION II. SURVEY RESULTS FOR THE 32 RETIREMENT BOARDS WITH 501-1,000 ACTIVE MEMBERS (CONT.)



Written Performance Evaluation
(28 responses)



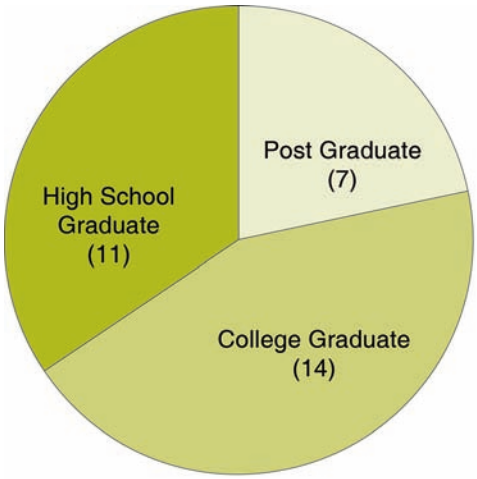
Years of Experience
(32 responses)



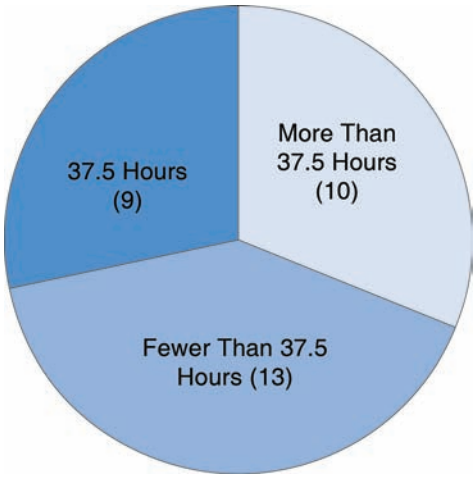
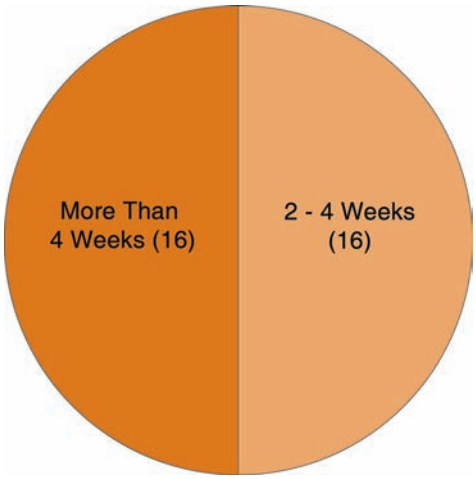
Staff Members to Supervise
(31 responses)

SECTION II. SURVEY RESULTS FOR THE 32 RETIREMENT BOARDS WITH 501-1,000 ACTIVE MEMBERS (CONT.)

Level of Education
(32 responses)



Hourly Work Week
(32 responses)



Weeks of Vacation
(32 responses)